

# OCEANSIDE SCHOOL DISTRICT

## Pre-Observation Conference Form

Teacher _____	School _____
Grade Level _____	Subject _____ School Year _____
Administrator _____	Position _____
Date of Pre-Observation Conference _____	
Scheduled Date and Time of Observation _____	

**To be filled out by teacher prior to Pre-Observation Conference.**

**To ensure that the Pre-Observation Conference is as meaningful as possible to both participants, teachers should have the following available at the meeting: lesson plan, seating plan, and information regarding student accommodations. Provide any worksheets or other materials that the students will be using.**

1. Briefly describe the students in this class, including those with special needs. Component 1b	
2. What are your learning outcomes for this lesson? What do you want the students to understand? Component 1c	
3. To which part of the curriculum does this lesson relate? Component 1a	

<p>4. How will you engage the students in learning? What will the students do? Will the students work in groups, individually, or as an entire class? Components 1d, 1e</p>	
<p>5. Why are you teaching this lesson in this way, to these students, at this time? Component 1e</p>	
<p>6. How do you plan to differentiate instruction for individuals or groups of students? Component 1b</p>	
<p>7. How and when will you know whether the students have learned what you intend? Component 1f</p>	
<p>8. What would you like me to specifically observe during the lesson? To what extent is this focus related to your professional goals?</p>	

# OCEANSIDE SCHOOL DISTRICT

## Classroom Observation Notes

Teacher \_\_\_\_\_ School \_\_\_\_\_

Grade Level/Subject Observed \_\_\_\_\_ Date of Observation \_\_\_\_\_

Administrator \_\_\_\_\_ Position \_\_\_\_\_

### Domain 2 / Classroom Environment

Focus of the Observer:

2a: Creating an Environment of Respect and Rapport

2b: Establishing a Culture for Learning

2c: Managing Classroom Procedures

2d: Managing Student Behavior

2e: Organizing Physical Space

### Domain 3 / Instruction

3a: Communicating with Students

3b: Using Questioning and Discussion Techniques

3c: Engaging Students in Learning

3d: Using Assessment in Instruction

3e: Demonstrating Flexibility and Responsiveness

# OCEANSIDE SCHOOL DISTRICT

## Post-Observation Conference Report

Teacher \_\_\_\_\_ School \_\_\_\_\_

Grade Level/Subject Observed \_\_\_\_\_ Date of Observation \_\_\_\_\_

Administrator \_\_\_\_\_ Position \_\_\_\_\_

Objective of the Lesson: \_\_\_\_\_

**Domain 1:  
Planning and  
Preparation**

**Domain 2:  
The Classroom  
Environment**

**Domain 3:  
Instruction**

**Domain 4:  
Reflecting on  
Teaching**

Commendations / Recommendations:

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date